

DEPUTY ATTORNEY GENERAL

OPEN - STATEWIDE

CONTINUOUS TESTING



State of California
DEPARTMENT OF
JUSTICE
P.O. BOX 944255
Sacramento, CA 94244-2550

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS TESTING

Testing is considered continuous as dates can be set at any time. The testing office will accept examination packets continuously and will test applicants as needs warrant. Once you have taken the Training and Experience Questionnaire examination, you may not retest for twelve (12) months.

WHO CAN APPLY

Persons who meet the minimum qualifications as stated on this bulletin. This is an Open Examination. Applications will not be accepted on a promotional basis.

FILING INSTRUCTIONS

All applicants must complete and return the entire examination packet. The examination packet must include the following:

- [State Examination Application \(Form STD 678\)](#)
- [General Instructions/Affirmation](#)
- [Training and Experience Questionnaire](#)
- [Conditions of Employment](#)
- [Recruitment Survey \(Online Form\)](#)

RESUMES ARE REQUIRED AND MUST BE RETURNED WITH YOUR EXAMINATION PACKET.

File in Person

Department of Justice
Testing and Selection Unit
P.O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 "I" Street, 1st Floor Lobby
Sacramento, CA 95814

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD, ONLINE VIA INTER-AGENCY MAIL OR FAX.

SPECIAL TESTING ARRANGEMENTS

If you are an individual with a disability and need reasonable accommodation to participate in this examination, please mark the box in question #2 on the "Examination Application". You will be notified in writing to determine what assistance can be provided.

SALARY RANGE

Range A - \$4674	Range C - \$5638 - 6818
Range B - \$4678 - 5137	Range D - \$6347 - 7828

The salaries used in this bulletin are the latest available from the State Controller's Office, but may not reflect the most recent salary adjustment.

ELIGIBLE LIST INFORMATION

An open eligible list will be established for the Department of Justice. The names of successful competitors will be merged on the list in order of final scores, regardless of date. Competitors' eligibility will expire 18 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements by the announced cut-off date. All applications/resumes must include "To" and "From" employment dates (Month/Day/Year), time base, and applicable classification titles. Applications/resumes received without this information will be rejected. State employees, who are currently appointed to a permanent position and have attained permanent status at the Deputy Attorney General level or higher, may not take this examination per Government Code Section 18935(b).

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**MINIMUM
QUALIFICATIONS**

Membership in The California State Bar. (Applicants must have active membership in The California State Bar before they will be eligible for appointment. Applicants who are not members of The California State Bar but who are eligible to take The California State Bar examination will be admitted to the examination but will not be considered eligible for appointment until they are admitted to The State Bar.)

Applicants who are members of The California State Bar must show their membership number, title, admission date and expiration date on their application.

THE POSITION

A Deputy Attorney General performs a wide variety of legal work concerned with representing the State, most of its officers, departments, boards, commissions and other such bodies before the State and Federal courts and administrative bodies and acts as legal counsel for such agencies and officials; assisting or displacing local district attorneys in unusual situations; preparing pleadings and other legal materials for trials, hearings and other legal proceedings, presenting criminal and civil measures and regulations giving legal advice to grand juries, attorneys, county counsels, officials and representatives of public agencies on legal problems; performing legal research; writing opinions; and does other duties as required.

This is a recruitment class for persons qualified to practice law in the State of California. Incumbents assigned to Range A perform the least difficult professional legal work in the Department of Justice. Based upon the appropriate alternate range criteria, incumbents advance to Range B, C, and D and are assigned progressively more difficult legal work. Incumbents assigned to Range D are assigned the more complex and sensitive legal work in the class. Alternate salary ranges are based on the length of legal experience acquired after admittance to The State Bar.

**ALTERNATE RANGE
CRITERIA 225**

Effective May 2, 2006, Alternate Range Criteria 225 for the class of Deputy Attorney General was amended as follows:

Experience gained outside the State service may be credited only if the appointing power believes the experience was satisfactory and comparable in type and quality to that of Deputy Attorney General. When the requirements for the particular criteria are met and upon recommendation of the appointing power, the employee shall receive a rate under the provisions of Section 599.676.

Range A. This range shall apply to individuals who are active members of The State Bar of California and who do not meet the criteria for payment in Range B, C or D.

Range B. This range shall apply to individuals who are active members of The State Bar of California and who, in addition, have satisfactorily completed one (1) year of legal experience in the practice of law* in a governmental jurisdiction or in the private practice of law. Evidence of such experience may be in the form of a work record of legal experience inside or outside State service.

Range C. This range shall apply to individuals who are active members of The State Bar of California and who, in addition, have satisfactorily completed two (2) years of legal experience in the practice of law* in a governmental jurisdiction or in private practice of law. Evidence of such experience may be in the form of a work record of legal experience inside or outside State service.

Range D. This range shall apply to individuals who are active members of The State Bar of California who, in addition, have satisfactorily completed four (4) years of legal experience in the practice of law* in a governmental jurisdiction or private practice of law. Evidence of such experience may be in the form of a work record of legal experience inside or outside State service.

*Experience in the "practice of law" or "performing legal duties" is defined as (1) only that legal experience acquired after admission to The Bar, or (2) experience as a judicial clerk for a Federal court, California state court, or another state's appellate court of last resort. For an individual's judicial clerkship to qualify as experience in the "practice of law" or "performing legal duties", the experience must have been gained after receipt of a Juris Doctor or equivalent degree.

EXAMINATION
INFORMATION

TRAINING AND EXPERIENCE QUESTIONNAIRE - Weighted 100.00%

The examination will consist of a Training and Experience Questionnaire and is the sole component of the Deputy Attorney General examination. To obtain a position on the eligible list a minimum score of 70% must be received.

KNOWLEDGE OF:

1. Legal principles and their applications.
2. Scope and character of California statutory law and provisions of the California Constitution.
3. Legal research methods.
4. Principles of administrative and constitutional law.
5. Rules of evidence and conduct of proceedings in trial and appellate courts of California and the United States and before administrative bodies.
6. Duties and powers of the Attorney General.

Ability to:

1. Prepare, present, and handle legal cases.
2. Perform research.
3. Analyze difficult and complex legal problems and apply legal principles and precedents to particular sets of facts.
4. Present statements of facts, law, and argument clearly and logically in written and oral form.
5. Analyze and draft proposed legislative measures.
4. Handle difficult legal correspondence.
5. Direct the work of clerical and professional assistants.
6. Analyze situations accurately and adopt an effective course of action.
7. Reason logically.
8. Work cooperatively with a variety of individuals and organizations.
9. Exercise good judgment.

VETERANS
PREFERENCE
CREDITS

Veterans Preference Credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.

CAREER CREDITS

Career Credits do not apply in this examination.

CONTINUE TO THE NEXT PAGE

GENERAL INFORMATION

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the Candidate's Responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board Offices (www.spb.ca.gov), and local Offices of the Employment Development Department (www.edd.ca.gov).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older list must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans Preference: California law limits the granting of veterans preference credits to entrance examinations. When credit is granted it is as follows: 10 points for veterans, widows or widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Directions for applying for veterans preference are on the Veterans Preference application form which is available from State Personnel Board offices or written test proctors.

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Career Credits: In open, nonpromotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 100-678. (Section 4 of article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

If hearing impaired, call the California Relay Service.
1-800-735-2929 (From TDD Phone)
1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

DEPARTMENT OF JUSTICE
TESTING AND SELECTION UNIT
P.O. BOX 944255
SACRAMENTO, CA 94255-2550
(916) 324-5039

Department of Justice

Training and Experience Questionnaire General Instructions/Affirmation

Deputy Attorney General

The Training and Experience Questionnaire is the sole component of the Deputy Attorney General examination. To obtain a position on the eligible list a minimum score of 70% must be received. The instructions below should be read carefully and understood before completing this examination. Failure to do so may result in an inability to process your Training and Experience Questionnaire and disqualification from this examination.

All applicants **must complete and return the entire** examination packet. The examination packet consists of the following:

- [State Examination Application \(Form STD 678\)](#)
- General Instructions/Affirmation - ([Fillable Document](#))
- Training and Experience Questionnaire - ([Fillable Document](#))
- Conditions of Employment - ([Fillable Document](#))
- [Recruitment Survey](#) (Online Form)

RESUMES ARE REQUIRED AND MUST BE RETURNED WITH YOUR EXAMINATION PACKET.

When completing the questionnaire, please do not choose more than one (1) response per question. The Affirmation and examination application must have original signatures.

Completed examination packets must be returned to one of the following addresses:

Mailing Address:

Department of Justice
Testing and Selection Unit
P. O. Box 944255
Sacramento, CA 94244-2550

File in Person:

Department of Justice
Testing and Selection Unit
1300 I Street, 1st Floor Lobby
Sacramento, CA 95814

I hereby certify that the information provided on this Training and Experience Questionnaire is true and correct to the best of my knowledge and contains no willful misrepresentations or falsifications. I also understand that if it is later discovered that I have made any false representations, I may be removed from the examination and/or the eligible list resulting from this examination, suffer loss of State employment, and/or suffer loss of right to compete in any future State examinations.

Your Signature: _____ **Date:** _____

Your Name (Printed): _____

DEPARTMENT OF JUSTICE
DEPUTY ATTORNEY GENERAL
OPEN - STATEWIDE

CONDITIONS OF EMPLOYMENT
FORM 631
IDENTIFICATION #: _____
(Personnel Office Use ONLY)

NAME: _____ (PLEASE PRINT)
Last First M.I.

If you are successful in the above examination, your name will be placed on the active list and certified to fill vacancies according to the conditions you have specified on this form.
If you are unable to accept employment or do not reply to contacts from the department, your name will be placed on the inactive list for this classification.

PLEASE SELECT YOUR CHOICE(S) INDICATING LOCATION(S) YOU ARE WILLING TO WORK:

- | | | |
|-----|--------|-----------------------|
| ___ | (05) | Anywhere in the State |
| ___ | (0100) | Oakland |
| ___ | (1000) | Fresno |
| ___ | (3800) | San Francisco |
| ___ | (1900) | Los Angeles |
| ___ | (3700) | San Diego |
| ___ | (3400) | Sacramento |

PLEASE SELECT THE TYPE OF APPOINTMENT(S) YOU WILL ACCEPT

Please Check Your Choice:

- | | | |
|-----|-----|--|
| ___ | (D) | Permanent - full time <u>only</u> . |
| ___ | (R) | Permanent - part time or intermittent or
Temporary - full time, part time, or intermittent. |
| ___ | (A) | All of the above |

NOTE: PLEASE NOTIFY THE DEPARTMENT OF JUSTICE/ TESTING AND SELECTION UNIT,
IN WRITING, OF ANY CHANGE IN YOUR ADDRESS OR AVAILABILITY FOR EMPLOYMENT.

DEPARTMENT OF JUSTICE
TESTING & SELECTION OFFICE
1300 "I" STREET
SACRAMENTO, CA 95814